



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received	Application No. Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address Department of Community Development Research Division (Community Data Section) Room 601D, Trinity/Washington Bldg.		PR 29 1974 74-143 MAY 20 1974	
4. Person to Contact Susan Barnett		5. Working Title Research Assistant	
		6. Tel. No. 656-3587	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series

9. Exact Series Title

Earliest to date

Economic Development Program Site/Building Selection Files

10. What is the function of the office in which this record series is created?
The basic goal of the Department is total community development. It is responsible for identifying local and regional needs and problems, recommending solutions, providing technical assistance, coordinating the delivery of State services and administering Federal and State grants.

The Research Division is designed to provide pertinent information for attracting industry to Georgia. The program includes publication of new and expanded industry listings, the Georgia Manufacturing Directory, Community Economic Profiles and various reports on Georgia's resources. Existing feasibility studies are also utilized. The Division assists in coordination of studies undertaken by other agencies. Facts and material on Georgia found in encyclopédias, almanacs and other reference volumes are constantly updated by the Research Division. The Community Data Section collects community data and information on available industrial sites and buildings for the Research Division.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relate to available sites and buildings for industrial development. Included in each file is a questionnaire for available sites and buildings; plats; building plans; photos; site description brochures or hand outs; related correspondence; original art work from printing; and computer code sheets. Office keeps an "occupied" site reference book for reference purposes.

File is arranged by computer code number which identifies county and thereunder city number and thereunder site or building number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers				1	2		
Legal-size File Drawers	7	14	Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years'
				10	8	8	5

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency (See attached Sheet) [X] []
15. Is the information contained in this series ever summarized or published? [X] []
Attach copy of summary or publication. See attached sheet
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? (see attached sheet) [X] []
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept 10 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [X] FISCAL YEAR - [] OTHER _____, then:

- [] Hold in the current files area _____ month(s)/ _____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy:
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [X] Other: (Specify)

Cut off files at end of each fiscal year; hold in current files area 5 years; then transfer to State Records Center; hold 5 years; then destroy. NOTE: If during this 10-year period a site/building is "occupied" remove and destroy all documents except one "Available Site/Building Description." Place "Available Site/Building Description" in "occupied" site/building reference book.

Site/Building Reference Book: At end of each fiscal year, remove all "Available Site/Building Descriptions" that have been inactive 5 years; then retire to State Archives.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>James M. White</i>	4/22/74	<i>W. J. Sampson</i>	4-22-74
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [] Disapproved	<i>William M. Dixon</i>	5-15-74
	State Auditor/Designee [X] Approved [] Disapproved	<i>Carroll Hart</i>	5-16-74
	Secretary of State/Designee [X] Approved [] Disapproved	<i>R. D. Shell</i>	5-16-74
	Attorney General/Designee [X] Approved [] Disapproved		

STATE RECORDS
COMMITTEE

14. A summary of the data relating to a building or site is put into a DOAS computer program. The Industry and Trade Division uses the computerized data to inform industrial prospects of site/building availability.
15. Certain selected sites are described in printed 4-page brochures for use in presentations or as mail-outs to industrial prospects.
20. See reply to item 14. The Research Division only provides the input data and does not maintain a computer file. A printout can be obtained for record purposes; however, it is not an established practice.